NORCO COLLEGE

Assessment Committee
Minutes for October 12, 2022

2:30-3:45 pm

https://rccd-edu.zoom.us/j/94764507686

Meeting ID: 947 6450 7686

Meeting Participants

Committee Members Present

Hayley Ashby, Greg Aycock (co-chair), Tami Comstock, Eric Doucette, Ashlee Johnson (co-chair), Daren Koch, Bibiana Lopez, Timothy Russell, and Caitlin Welch.

Committee Members Not Present

Stephany Kyriakos, Jethro Midgett, David Schlanger, and Tim Wallstrom.

Guests

Weining Cui

Recorder

Charise Allingham

1. Call to Order
- 9:00 am

1.1 Welcome

The Co-chairs appreciate the committee members and thank you for being present.

2. Action Items

2.1 Approval of Agenda
- MSC (Tim Russell/ Tami Comstock)

1.1 Conclusion
- Approved by Consensus

2.2 Approval of September 14, 2022, Minutes
- MSC (Eric Doucette/Tami Comstock)

1.2 Conclusion
- Approved by Consensus

2.3 Standardized Rubric, Criteria, and Calculation Method
- MSC (Eric Doucette/ Tami Comstock)

Committee members were asked to share the proposed shift in the assessment process of using Canvas to assess outcomes and the proposed rubric, criteria, and calculation method. Please note: benchmarks will still be set by the discipline.

- Rubric

0-Novice, 1-Emergent, 2-Fundamental, 3-Proficient, 4-Advanced.
- Criteria

 Mastery at a 2 or above.
- Calculation method

Decaying average: This method weighs the final assessment at 60% and all prior assessments are averaged and weighed at 40%. If only one assignment is used it will be weighted 100%. One assignment to one outcome is the minimum needed.

1.3 Conclusion
- Approved by Consensus

2.4 Changing the Process for Outcome Data Collection
- MSC (Hayley Ashby/Eric Doucette)

Change includes using Canvas for data collection on an individual level concurrent with our practices. Improvements will be documented in Canvas using grading and comments. Finally, department and Program Improvements will be discussed on regular intervals and collected in Nuventive. Goal is to make the process easier and more meaningful. (Visual Attached)

1.4 Conclusion
- Approved by Consensus

3. Discussion Item

3.1 Update the Program Review Assessment Prompts
Nuventive was shared including the current Program Review Assessment prompts and dashboards. This semester is the time to make improvements to the comprehensive Assessment questions in Program Review if needed.
   Section 1 SLO Assessment Status:
- Are the prompts and dashboard clear? Yes, this section is easy to understand.

Section 2: Mapping Status
- Are the prompts and dashboard clear? Disciplines need to know which courses are included in general education. General education is listed in the Course outline of Record (COR).
- Suggestion to add a pop-up help menu or in the actual question in Nuventive to check the COR for alignment to General Education Learning Outcomes (GELO)s.

Section 3: PLO Analysis
- Some disciplines do not have an Associate Degree for Transfer (ADT). Need awareness of inclusion in Area of Emphasis (AOE)s.
  - Suggestion to ask 'how will you collaborate with other disciplines to improve the benchmark/ outcomes?' included in the program including AOEs. Issue with AOEs/ GELOs is they do not have a coordinator or responsible party.

- The word 'Program' has so many meanings: discipline, unit, ADT, etc. Need to reassess the definition of 'program' to clarify. Please bring back any suggestions on a definition.
- Some responses to this section included 'I am not part of a program'. Need to increase awareness that all disciplines are part of GE or AOEs.
- Suggestion to provide a dashboard that shows how courses are impacting the GELOs and AOEs, with the use of Canvas this may be attainable.
- Suggestion to provide a crosswalk of courses/discipline to programs and have discussions and workshops.

Section 4: Alignment to Career and Transfer
- Feedback has been provided that this area sounds very CTE based, this is actually Guided Pathways framework based.
- Does being aligned to transfer mean students are not obtaining career-related skills?
  - No, transfer is a pathway to career.
  - If it doesn't fit here maybe it will fit better in the curriculum review section of Program Review.
  - Suggestion to provide more direction on how to complete this section. Possibly some resources or a tool.
  - Are there any CTE certificates that do not lead to transfer?

3.1 Conclusion
- Please look at your own program review assessment section and provide any feedback/ suggestions for improvement to the sections by November.

4. Information Items

4.1 Skills Assessment in Canvas
- The IE office did a study of ADT recipients and tracked those who enrolled into a 4-year. 51% of ADT recipients show up in a 4-year. What happened to the other 49%? Did these students have an awareness of the work skills they acquired in the ADT? Degree and transfer educational goal students, 50% earned a living wage. 73% of students with short term training obtained a living wage.
- Before adopting a skills framework, we have three steps: select a framework of skills and figure out how to assess these skills and finally provide students with awareness that they are obtaining these skills (badging?)
- Two frameworks were shared: NACE National Association of Colleges and Employers and Essential Skills Framework (Attached)
  - Please provide any suggestions of other skills framework that could be adapted for a future discussion item.
  - How can this help students communicate to employers what skills they have obtained in their courses?
- Suggestion to use Canvas outcomes to assess skills.

4.2 Assessment Cycle Status

- Still at 3%, encourage to assess. Please note this does not include assessment currently being done in Canvas

4.3 Area Updates

- AHWL- No update

- BEIT - Working on creating standardized assessment methods in the business area. Currently working on accreditation through (Accreditation Council for Business Schools and Programs) ACBSP. Goal to assess all SLOs each semester.

- Comm- Assessing in Canvas was shared with the department and well received. Want to conduct Canvas training.

- S & K – No update

- Math-Introduced Canvas Outcomes to the department, would like to schedule training. This includes the assessment of the new course Math 9 in Canvas.

- SBS – No update

- Counseling – no update

- Student Services,

- Library/ LLRC: Read to Success event coming up, will be conducting a survey in Canvas. Not sure how to distribute the survey to community members, can they self-enroll in the course if they don't have a Canvas account? Also working on the library use survey.

- IE/Administrative- We are the furthest behind in assessment, currently if happening it is being done by the VP of the unit on their own. Looking forward to developing the administrative units in Nuventive and finding a way to utilize Canvas.

4.4 Academic Senate Update

Academic Senate voted on 9/19/2022 to continue all standing committees to be held high-flex or fully online for 30 days. Academic Senate will be voting again this coming week for the next 30 days this will determine the modality of the next meeting.

4.5 Subgroup Updates

- LFM team has been working really hard behind the scenes to bring recommendations to the committee such as the rubric, criteria, and calculation method. Training to come
- Backwards Course Design needs new members, please consider joining. Eric is interested.

5. Future Agenda Topics

5.1 Assessment Report

5.2 Skills Assessment in Canvas

5.3 Accreditation Update-will be a standing item on the agenda going forward

6. Good of the Order

- Accreditation update: ACCJC has updated the accreditation standards and is currently requesting feedback and comments. Assessment area is a concern because only instructional assessment is included in the current draft. More information will be provided at the next meeting.

- Assessment Forms
    - [Instruction Assessment form](#)
    - [Student Services Assessment form](#)

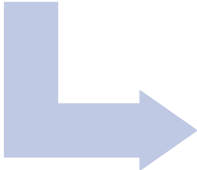## 7. Adjournment
- 10:30 pm

Next Meeting

Date: November 9, 2022

Data Collection
- Individually
  - Canvas
- Concurrent with practice

Individual Improvements
- Individually
  - Canvas
- Concurrent with practice

Discipline/ Program Improvements
- Discipline
- Nuventive
  - Regular Intervals

Standardized Rubric, Criteria, and Calculation Method

Rubric

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National Association of Colleges and Employers ([NACE])

Attribute	2022	2021
Problem-solving skills	85.5%	79.0%
Analytical/quantitative skills	78.6%	76.1%
Ability to work in a team	76.3%	81.0%
Communication skills (written)	73.3%	72.7%
Initiative	72.5%	67.8%
Strong work ethic	71.0%	65.4%
Technical skills	64.9%	67.8%
Flexibility/adaptability	63.4%	65.9%
Detail-oriented	62.6%	56.1%
Leadership	60.3%	67.8%
Communication skills (verbal)	58.8%	73.2%
Interpersonal skills (relates well to others)	56.5%	57.6%

ESSENTIAL SKILLS FRAMEWORK

I Am an Effective Communicator...

I Am a Productive Collaborator...

I Am Self-Aware...

I Am Adaptable...

I Am Resilient...

I Am Empathetic...

I Am Culturally Responsive...

I Am a Problem Solver...

I Am Innovative...

I Am Digitally Literate...